

Concern / Request / Comment Form

**4357 Buckeye Street
Luna Pier, MI 48157
Phone: 734-848-2714**



Date: _____

Concern / Request / Comment Regarding:

- | | |
|--|--|
| ☐ Property Condition / Blight | ☐ City Department |
| ☐ Vacant / Abandoned Home / Lot | ☐ Safety Concern |
| ☐ Safety Concern | ☐ City Employee |
| ☐ Drain / Road Hazard | ☐ Other |

Address of Location of Issue: _____

Type of Issue: _____

Description of Issue: _____

Person Reporting Issue: _____

Phone # / Email (Optional): _____

Do you want to be notified of action taken? ☐ YES ☐ NO

Complaint Received by: _____

For Office Use Only		
Date Received by City Dept:	1 st Dept Forwarded to & Date:	2 nd Dept Forwarded to & Date:
Date Sent to Blight Committee:	1 st Dept Returned Date:	2 nd Dept Returned Date:
City Hall Closed Date:	Disposition/Action Taken:	
Date Feedback provided to person who reported:		

Process Flow (If Received at City Hall):

- Form Received by City Hall – Ensure date received noted and who accepted the form. City Hall to retain copy.
- If issue is blight related, forward copy to Blight Committee for review (note date on form). Blight committee will do initial inspection and determine if further action is necessary. Inspection form will be completed and returned to City Hall with instructions for further action (forward to Police, forward to Building Inspector, or no action needed at this time). City Hall will note date of action taken on form.
- For issues other than blight, City Hall will forward to copy appropriate department for handling and note date forwarded on form.
- Department will determine next steps to be taken.
- If no action is to be taken, form should be returned to City Hall with explanation of why no action is necessary.
- If action is to be taken/completed. Note date of completion and brief description of action taken on form and return to City Hall.
- City Hall will notify person of action taken (if requested on form).

Process Flow (If Received by City Dept):

- Form Received by City Department – Ensure date received noted and who accepted the form. Department to retain copy.
- If issue is blight related, forward copy to Blight Committee for review (note date on form). Blight committee will do initial inspection and determine if further action is necessary. Inspection form will be completed and returned to City Hall with instructions for further action (forward to Police, forward to Building Inspector, or no action needed at this time). City Hall will note date of action taken on form.
- Forward a copy of all forms received to Clerk at City Hall.
- Department will determine next steps to be taken.
- If no action is to be taken, form should be returned to City Hall with explanation of why no action is necessary.
- If action is to be taken/completed. Note date of completion and brief description of action taken on form and return to City Hall.
- City Hall or Department will notify person of action taken (if requested on form) and note the date on the form

Note: This form is intended to handle issues that cannot be resolved quickly (less than 24 hours). The intent of this form is to have a better process for follow-up and tracking of issues related to the City of Luna Pier.